

TAB

GENERAL SERVICES ADMINISTRATION  
Washington, D. C. 20405

January 15, 1965

FEDERAL PROPERTY MANAGEMENT REGULATIONS  
TEMPORARY REGULATION NO. A-2

(Also affects Subchapter B, Archives and Records, Subchapter E, Supply and Procurement, and Subchapter H, Utilization and Disposal.)

TO: Heads of Federal Agencies

SUBJECT: Reduction in Purchase of Office Furniture and Typewriters,  
and Moratorium on Purchase of Filing Cabinets

1. Purpose. This regulation implements a Presidential directive to reduce Federal expenditures for acquisition of office furniture and typewriters and to impose a moratorium on purchase of filing cabinets.
2. Background. The President in his letter dated January 9 to the Acting Administrator of General Services has (1) asked that GSA, in cooperation with all Federal agencies, take steps immediately to reduce substantially the current rate of spending for new office furniture and typewriters, and (2) declared a moratorium on the purchase of new correspondence filing cabinets. He stated his belief that greater use of the GSA program for repair and rehabilitation of furniture and equipment and the accelerated disposal or retirement of records can substantially reduce new purchases of these items.
3. Reduction in purchase of office furniture and typewriters. Pursuant to the Presidential directive and pending issuance of fully implementing instructions, each executive agency is requested to:
  - a. Acquisition.
    - (1) Halt acquisition of new office furniture and manual and electric typewriters for other than absolutely essential purposes. Upgrading for the purposes of improvement in appearance, office decor, status elevation, or desire for the latest design or more expensive lines are not to be construed as essential purposes.

Attachment

(2) Limit acquisitions from any source to essential requirements arising only from quantitative increases in on-board employment which result in a total agency requirement for additional furniture or typewriters and will be limited to the least expensive lines.

b. Excess.

(1) Review inventories of office furniture and typewriters and report as excess all stocks which are not required for their immediate needs. In the course of the review, agencies are urged to ascertain those items which can be economically rehabilitated and institute agency-wide programs for the orderly and continuing repair and rehabilitation of existing office furniture and typewriters. GSA regional offices have numerous sources for such services readily available and will provide assistance on request.

(2) Fulfill agency needs which cannot be met through redistribution, rehabilitation, or repair of already owned furniture and typewriters from inventories of excess furniture and typewriters prior to acquisition of new items.

4. Moratorium on purchase of new filing cabinets.

a. Moratorium.

(1) The moratorium declared by the President applies to the purchase of all new correspondence filing cabinets for use in the 50 States and the District of Columbia.

(2) While the moratorium does not apply to fire resistant insulated file cabinets and tamper resistant cabinets required for storage of classified records, the provisions of paragraph 3, above, are applicable to requirements for such items.

(3) In accordance with the President's moratorium, GSA will make no further acquisitions of new correspondence filing cabinets for depot stocks and for direct delivery to agency consignees in the 50 States and the District of Columbia.

(4) GSA also will withdraw from Federal Supply Schedule contractors unshipped agency purchase orders for correspondence filing cabinets for delivery to consignee activities affected by the moratorium. Agency purchase orders withdrawn from Federal Supply Schedule contractors and agency requisitions now on hand in GSA regional offices are being returned to ordering activities in accordance with the intent of the President's moratorium.

b. Report of excess. All agencies shall report to GSA as excess to their requirements all inventories of filing cabinets, including those which are made available through compliance with the attached "actions prerequisite, " which are not required for immediate use. Filing cabinets not required for immediate use by agencies shall not be held as a reserve against future requirements.

c. Priority methods for satisfying needs.

(1) Agencies shall meet their needs for filing cabinets:

(a) Through the accelerated disposal of records, either by destruction of noncurrent records or by transfer to Federal Records Centers or to center-type space in agencies; or

(b) By use of less expensive substitutes for filing cabinets, such as open shelf files.

(2) Essential agency requirements which cannot be met through the measures stated in subparagraph (1), above, may be fulfilled, first, from excess inventory of filing cabinets (including rehabilitated) and, if not so available, from GSA remaining warehouse stocks, both of which sources are extremely limited and will be issued only under the most austere standards.

(3) Orders for filing cabinets may not be issued by agencies unless the "Actions Prerequisite to Requesting Excess, Rehabilitated, or New Correspondence Filing Cabinets, " attached hereto, have been taken and the requiring agency affirmatively so states.

(4) Agency requirements for additional filing cabinets which cannot be met by taking such actions should be made the subject of a letter to the appropriate GSA Regional Administrator, specifying the stock numbers and quantities required by consignee point(s) and stating that the prerequisite actions have been taken but have not produced the needed filing cabinets. These requests will be reviewed by GSA for conformance with the intent of the President's directive and, if approved, will be filled to the maximum possible extent with available excess filing cabinets, including rehabilitated. Efforts will be made to furnish excess items of the types requested. However, when necessary, agencies will be issued serviceable substitutions irrespective of composition (wood or metal), number of drawers, or finish. Approved requirements which cannot be filled from excess will be returned to the originator with a clearance document authorizing submission of a requisition on GSA depot stocks.

(5) Such requisitions will be submitted in MILSTRIP, FEDSTRIP, or other authorized format. The clearance document number shall be incorporated in the Remarks field of the MILSTRIP-FEDSTRIP requisition, and the designator E entered in the third position of the document identifier. Requisitions in non-MILSTRIP-FEDSTRIP format shall also include the clearance document number. A copy of the clearance document must accompany the requisition, consequently such requisitions shall be forwarded by mail to the Federal Supply Service in the appropriate GSA region. Requirements for use outside the 50 States and the District of Columbia are exempt from this special processing procedure.

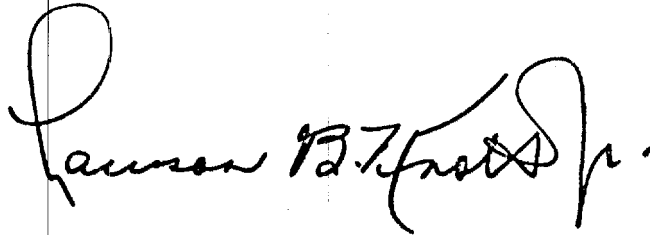
5. Agency cooperation. Compliance with the President's directive can be achieved without hardship on any user only if all agencies give to this effort their full and complete cooperation, which is solicited.

6. Report by GSA. GSA will report regularly to the President and to the Heads of Federal Agencies on this program.

7. Effect on other issuances. All GSA regulations are superseded to the extent of any inconsistency with this regulation.

8. Effective date. This regulation is effective January 16, 1965.

9. Expiration date. This document expires 90 days from the date of signature. Prior to that expiration date, this regulation will be codified in the permanent regulations of GSA appearing in Title 41 CFR, Public Contracts and Property Management.



Lawson B. Knott, Jr.  
Acting Administrator

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**ACTIONS PREREQUISITE TO REQUESTING EXCESS, REHABILITATED, OR NEW CORRESPONDENCE FILING CABINETS**

1. Agency records have been disposed of in accordance with authorized schedules.
2. Retention periods of records no longer required have been reduced to the absolute minimum.
3. Inactive records have been retired to Federal Records Centers. (These Centers will accept records which are not immediately disposable and which are not referred to more than once per file drawer per month, provided transportation charges are not in excess of space and equipment savings.)
4. Records have been retired in accordance with agency procedures to agency records centers, agency staging or holding areas, and other agency center-type space where records can be stored economically in cartons on shelves or in other low-cost equipment.
5. Contents of filing cabinets have been rehoused in more economical equipment where appropriate. (For example, shelf filing should be considered for records, and shelving, storage cabinets, and similar equipment should be used for stocks of forms, publications, and office supplies.)
6. Filing cabinets are being fully utilized, including top and bottom drawers. (Fill cabinet drawers to the optimum extent to still permit ready filing and finding (usually 3/4 full). Consolidate contents of cabinets that are less than half full.)
7. Filing cabinets have been redistributed within the agency to meet needs for special types and sizes of cabinets.
8. Stocks of filing cabinets have been reduced to immediate needs and any unneeded cabinets have been reassigned to points of shortage within the agency or reported as excess to GSA for redistribution to other Federal agencies.
9. Advice and assistance as needed have been requested from agency records officers and from records management specialists in GSA regional offices and Federal Records Centers.

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These steps should help Federal agencies to attain the goal of reducing the quantity of records in agency office space to no more than half the total quantity of agency records, including those in center-type space.